

Repl #48

FEB 14 2008



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DATE: February 14, 2008

TO: Mayor & City Council

THRU: W. Mark Pentz, City Manager
Debra Stapleton, Human Resources Director

FROM: Greg Fretz, Labor Relations Administrator

SUBJECT: Chandler Law Enforcement Association (CLEA) Bargaining Unit
Memorandum of Understanding

RECOMMENDATION:

The membership of the Chandler Law Enforcement Association (CLEA) ratified the attached Memorandum of Understanding (M.O.U.). The City and local bargaining teams jointly recommend that the City Council approve this M.O.U. The non-economic terms of the M.O.U. begin on July 1, 2008 and the economic go into effect the beginning of the 1st pay period in July (07/06/08). The M.O.U. will expire on June 30, 2009.

BACKGROUND:

As a result Ordinance #3619 approved by City Council on October 28, 2004, the City of Chandler entered into meet and confer discussions in January of 2008 with the Chandler Law Enforcement Association (CLEA). The meet and confer process was concluded on February 4, 2008 and the membership of CLEA ratified the tentative meet and confer agreement.

DISCUSSION/SUMMARY:

1st year of M.O.U.

Effective 07/06/08

Two percent (2%) wage increase

An additional six-tenths percent (0.6%) City contribution to deferred compensation plan, providing the employee contributes a minimum of twenty dollars (\$20) per pay period.

An employee who is at the top of the pay range for their classification and meets the additional qualifications in the M.O.U. shall receive 1.7% of their base pay, in two (2) equal installments.

Add 1040 union release hours to M.O.U.

Delete \$100 per year police officer uniform allowance.

Effective July 1, 2008 the M.O.U. also maintains the following provisions:

- Health and Dental Insurance; for the term of the M.O.U. the City will pay 90% and the employee will pay 10% of the cost of any health insurance increased costs each year. The City will pay 100% of the dental insurance premiums for employee only coverage, 70% for employee plus one and 50% for employee plus two.

- Labor-Management Committee:
The Labor-Management Committee is a standard labor relation's process, which provides the employee organization and management an informal forum for the exchange of views and discussion of mutual concerns and problems during the term of the M.O.U. This process is distinguished from the formal meet and confer process, which takes place at the expiration of the M.O.U.

The mutual benefit to the parties of the labor-management process is the ability to solve problems as they arise throughout the term of the M.O.U. The process builds trust and commitment between labor and management and promotes future cooperation when the parties engage in the formal meet and confer process.

These provisions are also contained in all of the M.O.U.'s.

FISCAL IMPACT:

Total compensation increased costs are: 1st year 3.1%. This does not include retirement or merit increase costs. Each employee organization designed their economic package based on their organizations needs within the overall total compensation parameters.

PROPOSED MOTION:

Move to approve the M.O.U. with the Chandler Law Enforcement Association.



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Move to approve the M.O.U. with the Chandler Law Enforcement Association.



Greg Frez, Labor Relations Administrator

MEMORANDUM OF UNDERSTANDING

2008 – 2009

CITY OF CHANDLER

AND

CHANDLER LAW ENFORCEMENT ASSOCIATION

**REPRESENTING
CHANDLER POLICE OFFICERS**

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PREAMBLE

Whereas the well being and morale of the unit members of the City are benefited by providing an opportunity to participate in the formulation of policies and practices affecting the wages, hours, benefits and other conditions of their employment; and

Whereas the parties hereby acknowledge that the provisions of this Memorandum of Understanding (hereinafter "Memorandum") are not intended to abrogate the authority and responsibility of the City government provided for under the statutes of the State of Arizona or the charter or ordinances of the City; and

Whereas the parties, through their designated representatives, met and conferred in good faith pursuant to the Meet and Confer Ordinance in order to reach agreement concerning wages, hours, benefits and other conditions of employment in the bargaining unit; and

Now therefore, the City of Chandler, hereinafter referred to as the "City" and, Chandler Law Enforcement Association (CLEA), hereinafter referred to as the "Association," or Association having reached this complete agreement concerning wages, hours, and working conditions for the term specified, the parties submit the Memorandum to the Mayor and the City Council of the City of Chandler with their joint recommendation that the body resolve to adopt its terms.

ARTICLE 1: RIGHTS

Section 1 – 1: **Purpose / Gender**

It is the purpose of this Memorandum to continue and maintain harmonious relations, cooperation, and understanding between the City and its unit members; and to set forth the full and entire understanding of the parties reached as a result of a good faith meeting and conferring regarding wages, hours, benefits, terms and other conditions of employment of the unit members covered hereby, which understanding the parties intend jointly to submit and recommend for approval and implementation to the Mayor and City Council.

Whenever any words used herein are in the masculine, feminine, or neuter, they shall be construed as though they were also used in another gender in all cases where they would so apply.

Section 1 – 2: **City and Management Rights**

The City and the City Manager's rights are not subjugated or diminished in any way by any expressed or implied duty or obligation to meet and confer. Retained management rights are not subject to the grievance procedure contained in any memorandum of understanding, nor are they subject to any other appeal or complaint process.

- A. The City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer, and manage its municipal services and work force performing those services. The authority of the City shall not be modified or limited by inference or implication.

- B. The exclusive rights of the City shall include, but not be limited to, the right to determine the organization of City government, the purpose of each of its departments, and the purpose and mission of its constituent agencies, boards and commissions, to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations, to establish rules and practices governing the conduct of unit members, to direct and supervise its unit members and their work, to take disciplinary action, to relieve its unit members from duty because of lack of work or for other legitimate reasons, to determine whether goods and or services shall be made, to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule, and assign work and overtime, to hire, transfer and reassign unit members and to otherwise act in the interests of efficient service to the community. The City reserves the right to establish and revise work schedules and work locations; to establish, revise and implement standards for hiring and promoting unit members; to determine the need for additional positions and the qualifications of new unit members and to determine the qualifications for and/or the qualifications of unit members considered for transfer and/or promotion; to evaluate and judge the skill, ability and efficiency and general work performance of unit members; to adopt and to manage its budget, provide for the funding of certain levels of service, to add, delete, modify, or suspend certain programs, functions, divisions, and departments as the City Council in the exercise of its legislative authority to create and manage the City's budget and to determine whatever action to be necessary and appropriate. The City also has the right to take all necessary actions to maintain uninterrupted service to the community.

- C. The City retains all rights not specifically limited by a memorandum of understanding approved in accordance with the provisions of the Meet and Confer Ordinance.
- D. The enumeration of the above rights is illustrative only and is not to be construed as being all-inclusive.

Section 1-3: Rights of the Association

- A. The Association, as the authorized representative, has the exclusive right to serve as the meet and confer representative of all unit members in the Police Officers Unit as described in City of Chandler Meet and Confer Ordinance #3619 section 2-13.5.
- B. Certain specified representatives of the Association have the right to paid release time herein as follows:
 - 1) The Association may designate up to eleven (11) representatives and shall notify the Chief of Police of such designations. There shall be no obligation on the City to change or adjust normal departmental scheduling or assignments of personnel as a result of such designations.
 - 2) One Association representative may, when the Association is designated in writing by the unit member group member as his representative, attend mutually scheduled grievance meetings and hearings with department and City representatives without loss of pay or benefits. In no event shall this paid release time be used for any other purposes, such as gathering information, interviewing the grievant/appellant or witnesses, or preparing a presentation. The Association representative is required to obtain the permission of his department supervisor to absent himself from his duties to attend scheduled grievance meetings. An Association representative wishing to enter a work area for the purpose of investigating a formal grievance must first gain the permission of the work area supervisor. This permission will not be unreasonably withheld, giving proper consideration to essential work of the department and the occupational safety of the Association representative.

C. Payroll Deduction

- 1) The City shall deduct yearly from all (26) twenty-six checks of Association members, the regular periodic Association membership dues pursuant to the City's deduction authorization form duly completed and signed by the unit member and transmit such deductions monthly to the Association no later than the fourteenth (14) day following the end of the pay period in which the deduction occurs, along with an alphabetical list of all unit members for whom the deductions have been made. Such deduction shall be made only when the Association member's earnings for a pay period are sufficient after other legally required deductions are made.
- 2) Authorization for membership dues deduction herein under shall remain in effect during the term hereof unless revoked in writing by the unit member. The City shall accept revocation of deductions only during the first week of January and July of the term of this memorandum to be effective the

following payroll period. The City will notify the Association of any revocations submitted to it.

- 3) The City shall not make any payroll deductions for unit members on behalf of any other organization that purports to provide benefits similar to those offered by the designated Association (as defined in the Meet and Confer Ordinance) during the term of this Memorandum.
- 4) It is agreed that the City assumes no liability on account of any actions taken pursuant to this section. The City will however, as promptly as technically possible, implement changes brought to its attention.
- 5) The City shall, at the written request of the Association during the term of this agreement, make changes in the amount of dues deduction hereunder for the general membership, provided costs for implementing such changes shall be reimbursed by the Association at actual cost incurred by the City.

D. "Facilities and Services"

- 1) The Association may distribute material on the City's premises (buildings and grounds) before and after scheduled working hours or in a non-work area during scheduled work hours provided that both the person distributing and the unit member receiving such material are on their own time.
- 2) The City shall provide the Association with space for bulletin boards for its use in communicating with its members at mutually agreeable locations. The City shall grant sole and exclusive use of such bulletin boards to the Association. Bulletin boards shall not exceed 4' x 3' (width by height) in size.
- 3) Material which is not abusive of any person or organization, which complies with laws regulating the political activities of City unit members and which is not disruptive of the City's operations, may be posted or distributed, provided that such material is signed by an authorized official of the Association. The Association may grieve any removal by the City of posted material.
- 4) The Association is authorized to use mutually agreed upon non-work areas in City facilities for pick-up by or distribution to unit member group members of official Association literature that is not political in nature, abusive of any person or organization.
- 5) The Association President, or his designee, will be provided a mail slot for department communications and may send e-mails to unit members to announce meetings.

E. Recognition

The City recognizes the Association as the sole and exclusive Meet and Confer agent, pursuant to the Meet and Confer Ordinance for the purpose of the

representation regarding wages, hours, benefits and other conditions of employment for all regular full-time non-probationary unit members in the bargaining unit. Associations shall have no rights beyond those specified in the Meet and Confer Ordinance and this Memorandum.

F. Solicitations and Distributions

- 1) The solicitation of members, dues and other internal Association business shall be conducted only during non-working hours and shall not interfere with the work process.
- 2) The use of working areas or use of City equipment and information systems, for the solicitation of members, dues, and distribution of other Association business shall be prohibited unless allowed by a specific section of the memorandum.

G. In recognition of the mutual benefit to both the City and the Association, an unit member group member using Association release time as defined by Articles in this M.O.U to conduct Association business shall be accorded all insurance-related benefits. Approval of claims made for benefits will be determined on a case-by-case basis.

H. A member of the Executive Board of the Association, or a designated CLEA representative, will, with the approval of the Chief of Police or his designee, subject to twenty-four (24) hours written notice in advance, be authorized to engage in Association related activities during City work hours on a non-paid basis. Approval for use of unpaid time hereunder shall be subject to Department operational and scheduling factors and administration control as to usage of such time, but shall not be unreasonably withheld. There shall be no use of official paid time for Association related activities under this paragraph.

I. A bank of 500 hours of paid Association released time shall be created per M.O.U. year for use by the Association to engage in legitimate Association business. These hours may be used as follows:

- 1) For designated members to attend meeting of the Executive Board, meeting of the general membership, and for preparation for negotiations pursuant to Ordinance #3619.
- 2) For a unit member designated by the President to be used for legitimate Association purposes.
- 3) Approval for use of paid time hereunder shall be subject to Departmental operational and scheduling factors. When using such paid time, designated representatives shall give at least twenty-four (24) hours written notice in advance.

J. The Association will be allowed ½ hour to talk to and possibly sign newly sworn police officers into the Association and to explain the rights and benefits under the MOU. This time will be allotted during the post-academy training time of said officers. The content of such information shall not be political in nature, abusive of any person or the Department or disruptive of the Department's operation.

- K. It is understood by the parties that the benefits granted by this Article shall not be interpreted or applied as requiring the employer to count as time worked, any hours or fractions of hours spent outside the unit member group member's work shift in pursuit of benefits provided by this Article. The employer shall count as time worked any hours or fractions of hours spent within the unit member group member's regular work shift in pursuit of benefits provided by this Article.
- L. A bank of 1,040 hours shall be created per M.O.U. year for one designated Association representative to use to engage in legitimate Association business.

Section 1-4: Unit Member Rights

- A. Eligible City unit members have the right to be represented by the Association and to have a member of the Association present during the grievance and the disciplinary process. The disciplinary process does not apply to an interview of an unit member during the normal course of work, counseling, instruction, informal verbal admonishment or other routine or unplanned contact with a supervisor.
- B. If a unit member requests, representation will be allowed when the member is the subject of an administrative investigation by Professional Standards Section, or any Police Department supervisor, who is conducting an administrative investigation. The unit member will obtain the most readily available Association representative. The Association representative will make every reasonable attempt to arrive within one hour from the time a phone call is made by the unit member to the representative. The Association representative will attend the above interview only as an observer. A unit member identified only as a witness will be given the opportunity to consult with an association representative to discuss their rights and obligations prior to the interview.
- C. The interview session shall be for a reasonable period of time, taking into consideration the gravity and complexity of the misconduct being investigated.
- D. A unit member under investigation will be notified in writing every 30 (thirty) days as to the current status of the investigation. This will include a brief description of the number of known witnesses still to be interviewed and other investigative processes remaining to be completed, as well as an estimated date of completion.
- E. A unit member has the right to present his own grievance in person and has the right to be represented.
- F. A unit member covered hereunder shall, on his request be allowed to review his departmental personnel file in the presence of a department representative.
- G. No unit member shall have any adverse comments entered into his departmental personnel file without the member being informed by the supervisor. If the unit member requests, he may receive a copy of the adverse comment.

A unit member may, at his discretion, attach rebuttal statements to any material contained in his departmental personnel file, which may be adverse in nature.
- H. Material purged from a unit member's files in accordance with the below procedures or allegations about a unit member which are unfounded, exonerated, not sustained or a policy failure will not be used in future performance ratings or disciplinary actions.

- I. At his request, a unit member may have written reprimands and suspensions which are over (3) years old removed from the department and/ Human Resource file when there have been no incidents or problems of a similar nature within the three (3) year period immediately preceding the request.

At his request, a unit member may have letters of instruction, letters of admonishment and counseling's, which are over (1) year old removed from the department and Human Resources file.

- J. A unit member under investigation by Professional Standards Section or a Police Department supervisor for a disciplinary matter that may lead to a written reprimand, suspension, demotion, or discharge, and who is interviewed, or requested to produce any documentation, shall be given a written notice informing him of the specific nature of the investigation, his status in the investigation, and all known allegations of misconduct involved in the interview of the unit member. In addition, the unit member and/ or the Police Department supervisor/Professional Standards Section representative may mechanically record such interview. Should any mechanical recordings take place, the department reserves the right to transcribe any such interview for the purpose of verifying the accuracy of the interview and, if requested, the unit member shall sign the transcription if it is accurate.

1. A copy of the signed and dated notice of investigation will be given to the unit member prior to the beginning of the interview. The unit member shall have the right to retain the notice of investigation for his use throughout the entire course of the interview. A unit member will be provided an opportunity to make a telephone call after the issuance of the notice of investigation to obtain an Association representative.
2. In the event a unit member does not record his interview he may request a copy of the investigator's tape(s) if the investigator records the interview, (the unit member provides the tape).
3. If any unit member is told not to speak to anyone regarding an investigation, this admonition does not apply to speaking with an attorney functioning within the attorney-client relationship, or with an Association representative who may discuss the matter only with the Grievance Chair or Association President. When the investigation is completed, the accused unit member will be notified in writing of the findings. A unit member under internal or administrative investigation may be reassigned (may include reassignment to his home), until the completion of the investigation.
4. If during the course of the above-mentioned investigation, information is learned concerning additional misconduct on the part of the unit member being interviewed, a notice of investigation will be issued to the unit member prior to the unit member being questioned about the additional misconduct information.

- K. The employer shall count as time worked any hours or fractions of hours spent within the unit member's regular work shift in pursuit of benefits provided by this Article, (Unit member association representative) but shall not count as time worked any hours or fractions of hours spent outside the unit member's work shift.

- L. A unit member who receives a written reprimand may request a copy of the official documentation, if any, supporting the written reprimand.
- M. If a polygraph examination is required of a unit member, an Association representative may monitor the preliminary and post examination interview and examination from the monitoring room if available to do so.
- N. All unit members shall have the right to join or not to join the Association as they individually prefer. Unit members have the right to participate on behalf of or engage in activities on behalf of an Association and have the right to refrain from such activity. Unit members shall be free from any interference, restraint, or coercion by any unit member, supervisor, or manager for or against Association. Violations will necessitate disciplinary action.

The Association must equally and fairly represent all unit members in the unit.

Section 1 – 5: Prohibition of Strike and Lockouts

- A. The Association and the unit members covered by this Memorandum recognize and agree that rendering of services to the community cannot under any circumstances or conditions be withheld, interrupted, or discontinued, and to do so would endanger the health, safety and welfare of the Citizens of the City of Chandler.
- B. The Association pledges to maintain unimpaired municipal services as directed by the City. Neither the Association, nor any unit member, for any reason, will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions and obligations of the City or the Department. During the term of this Memorandum neither the City nor its agents for any reason shall authorize, institute, aid or promote a lockout of unit members covered by this memorandum.
- C. Should any unit member during the term of this Memorandum, and until such time that it is expressly and legally rescinded breach the obligations of Section 1-5B, the City Manager or his designee shall immediately notify the Association that a prohibited action is in progress.
- D. The Association shall forthwith, through its executive officers and other authorized representatives, disavow said strike or other prohibited action, and shall notify in writing all Association members and representatives of their obligation and responsibility for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others. Copies of such notification shall be delivered to the office of the City Manager. In addition, the Association shall order all unit members violating this Article to immediately return to work and cease the strike or other prohibited activity. Such order shall be delivered both orally and in writing to all unit members violating this Article with copies of the written order to be delivered to the office of the City Manger.
- E. Penalties or sanctions the City may assess against a unit member who violates this Section shall include, but not be limited to:
 - 1) Discipline up to and including discharge.

- 2) Loss of all compensation and benefits, including seniority, during the period of such prohibited activity.
- F. Should the Association during the term of this Memorandum and until such time that it is expressly and legally rescinded, breach its obligations under this Section, it is agreed that all penalties set forth in the City Charter, shall be imposed on the Association, in addition to any other legal and administrative remedies available to the City that in its discretion it may elect to pursue.
 - G. Nothing contained herein shall preclude the City from obtaining judicial restraint or from seeking damages from the Association, in the event of a violation of this Section.

ARTICLE 2: GRIEVANCE / ARBITRATION / LABOR MANAGEMENT

Section 2 – 1: Grievance Procedure

A. Informal Resolution

- 1) As a matter of good labor-management relations the parties encourage a unit member who believes that he has a bona fide grievance to discuss and attempt to resolve it with his immediate non-unit supervisor as designated by the City.
- 2) If the above informal discussion is held and does not resolve the grievance, the unit member may file a formal grievance in accordance with the following procedure.

B. Definition of Grievance

- 1) A grievance is a written allegation by a unit member, submitted as herein specified, claiming violation(s) of the specific express terms of this Memorandum for which there is no Merit Board appeal or other specific method of review provided by State or City law.

C. Procedure

1) Step 1

- a) The unit member shall reduce his grievance to writing by signing and completing all parts of the grievance form provided by the City and submit it to his immediate non-unit supervisor within fifteen (15) workdays days of the initial commencement of the occurrence being grieved. The supervisor shall further consider and discuss the grievance with the grievant and the grievant's representative, if any, as he deems appropriate, and shall, within five (5) workdays of having received the written grievance, submit his response thereto in writing to the grievant. The parties by written agreement may move the grievance to Step II of the grievance procedure.

2) Step II

- a) If the written response of the immediate non-unit supervisor does not result in a resolution of the grievance, the grievant may appeal the grievance by signing and completing the City form and presenting it to his Police

Commander within five (5) workdays of the grievant's receipt of the supervisor's response. The Police Commander may investigate the grievance and may set a meeting with the grievant, and the grievant's designated representative, if any, and such other personnel as he deems appropriate to consider the grievance. Within five (5) workdays of receipt of the grievance, or after the grievance meeting, the Police Commander shall submit his response to the grievance to the grievant and the grievant's representative, if any

3) Step III

- a) If the response of the second level of review does not result in resolution of the grievance, the grievant may appeal the grievance by signing and completing the City form and presenting it to the Police Chief within five (5) workdays of the grievant's receipt of the Step II response.
- b) The Police Chief shall hold a meeting within five (5) workdays of receipt of the grievance regarding the grievance at which the grievant shall be afforded the opportunity to fully present his position and to be represented. Within five (5) workdays of the hearing, the Police Chief or his designee shall submit his response to the grievant and the grievant's representative, if any.
- c) By mutual agreement, the parties may combine steps 3 and 3.5.

4) Step 3.5

- a) After the Police Chief's decision, but prior to review by the Grievance Committee or the arbitrator, the parties involved may mutually agree to submit the grievance to the Labor Relations Administrator. The grievance, as originally written and the attached response from the Police Chief must be submitted to the Labor Relations Administrator within five (5) workdays of receipt of the Police Chief's answer. The Labor Relations Administrator shall within ten (10) workdays of the receipt of the grievance, meet with the Police Chief or his designee and the unit member and his representative in an attempt to resolve the grievance. The Labor Relations Administrator shall then submit written recommendations for resolution to the unit member and Police Chief within five (5) workdays of the meeting.

5) Step IV

- a) If the response of the Police Chief does not result in resolution of the grievance, the grievant may, within five (5) workdays of the Step III response, appeal the grievance by signing and completing the City form and presenting it to the Grievance Committee. The Grievance Committee shall be composed of:

Chairman – A member designated by the City Manager.

Secretary – Labor Relations Administrator or designee.

Member – Association President or his designee.

- b) The Grievance Committee shall schedule a hearing regarding the grievance at which the grievant shall be afforded the opportunity to fully present his position and to be represented.
- c) If the grievant and the Association jointly so elect, in writing, within the above time limit, in lieu of such hearing the grievance may be reviewed by an arbitrator. The parties, or their designated representatives, shall agree on an arbitrator, and if they are unable to agree on an arbitrator within a reasonable time, either party may request the Federal Mediation and Conciliation Service to submit to them a list of seven (7) arbitrators who have had experience in the public sector. The parties shall, within five (5) workdays of the receipt of said list, select the arbitrator by alternately striking names from said list until one name remains. Such person shall then become the arbitrator. The arbitrator so selected shall hold a hearing as expeditiously as possible at a time and place convenient to the parties, and shall be bound by the following:
 - i. The arbitrator shall be bound by the language of the Memorandum and departmental rules and regulations consistent therewith in considering any issue properly before him.
 - ii. The arbitrator shall expressly confine himself to the precise issue submitted to him and shall have no authority to consider any other issue not so submitted to him.
 - iii. The arbitrator shall be bound by applicable State and City law.
 - iv. The Grievance Committee or the arbitrator shall submit findings and advisory recommendations to the grievant and to the City Manager. The cost of the arbitrator and any other mutually incurred costs shall be borne equally by the parties.
 - v. The City Manager shall, within ten (10) workdays of the receipt of the written findings and recommendations, make the final determination of the grievance and submit it in writing to the grievant and his designated representative.

D. Time Limits

Failure of City Management representatives to comply with time limits specified in Paragraph C shall entitle the grievant to appeal to the next level of review; and failure of the grievant to comply with said time limits shall constitute abandonment of the grievance; except however, that the parties may extend time limits by mutual written agreement in advance.

- E. The Association may, in its own name, file a grievance that alleges violation by the City of the rights accorded to the Association by the specific terms of Article 1 – 3 of the Memorandum. The Association shall file such grievance at Step III of the Procedure. Grievances must be filed and signed by a unit member, subject to the provisions of this Article. Grievances involving three (3) or more unit members may be filed as a group grievance by the Association.

- F. Employer grievances, should they occur as a result of official Association activities or actions, including the failure to act as required under this agreement, will be presented directly to the Association President within ten (10) days of the occurrence prompting the grievance. The President shall in each case provide a written answer within five (5) days from receipt of the grievance.

Section 2 – 2: Labor-Management Committee

It is understood by the parties that the benefits granted by this Article shall not be interpreted or applied as requiring the employer to count as time worked, any hours or fractions of hours spent outside the unit member's work shift in pursuit of benefits provided by this Article. The employer shall count as time worked any hours or fractions of hours spent within the unit member's regular work shift in pursuit of benefits provided by this Article.

- A. There shall be a Labor-Management Committee consisting of two (2) representatives of the Association and two (2) representatives of the City and the City's Labor Relations Administrator who shall be the Chairperson. The purpose of the Committee is to facilitate improved labor-management relationships by providing a forum for free and informal discussion of mutual concerns and problems.
- B. The Committee shall meet, when necessary, at mutually agreed upon times.
- C. If the representative of the Association is a unit member, such representative shall not lose pay or benefits for meetings mutually scheduled during duty time.

Article 3: Compensation and Wages

Section 3-1: Wages

- A. Effective July 6, 2008 rates of pay shall be increased by two percent (2%).
- B. In recognition of continuous service and overall performance, the City agrees to implement the following performance pay formula for unit members:
 - 1. On the unit member's date of classification, a unit member who is at the top of the pay range for his or her classification and who meets the additional qualifications specified in this article shall receive special merit pay of 1.7% of his or her base pay. (Note: This is a one-time bonus not added to base pay.)

The 1.7% will be paid in two (2) equal installments with the unit member being eligible for the first installment during the pay period of the date of classification and the second installment during the pay period six (6) months after the initial payment.

2. Qualifications:

- A. A unit member must have completed at least one (1) year of continuous full-time service at the top step in his or her classification.
- B. A unit member must have achieved the overall performance rating as satisfactory or better on his or her latest scheduled performance evaluation on file in the Human Resources Department.

- C. A unit member must have performed an “added value” activity agreed to by the Labor-Management Committee.

Section 3-2: Field Training Pay

- A. Field Training Officers (FTOs) whom the department selects to conduct department-approved officer field training will receive an additional five percent (5%) of their regular rate of pay for every day they are assigned to an officially authorized field training position.

Section 3-3: Interpreting and Translation Pay

- A. Officers who receive certification as an Intermediate level translator will receive an additional two and one-half percent (2.5%) of their regular rate of pay for every day they are officially certified to perform translation for the Department.
- B. Officers who receive certification as an Advanced level translator will receive an additional five percent (5%) of their regular rate of pay for every day they are officially certified to perform translation for the Department.

Section 3-4: Overtime

- A. Overtime is defined as time worked in addition too regularly scheduled hours of work in one work period for all classes of non-exempt full time unit members. Paid absences shall be included in computing the number of hours worked for overtime compensation. Payment for hours worked on a holiday, as part of the regularly scheduled hours of work, shall be compensated as provided by this rule.
- B. Part-time unit members shall be compensated for overtime when the needs of the department require scheduling the unit member to work more hours in one work period than a full time unit member of the same class.
- C. Overtime may be authorized and required by the Department Director when it is clearly in the best interest of the City. Overtime shall be authorized in advance by the Department Director unless emergency situations preclude advance authorization.
- D. Overtime compensation for non-exempt unit members shall be computed in accordance with the Fair Labor Standards Act and adjusted rate of pay including applicable shift differential, on call pay and assignment pays. If overtime is to be paid, it must be recorded and paid, at one and one-half time, on the payroll immediately following the conclusion of the pay period in which the overtime was worked. If overtime is to be applied to compensatory time, it must be recorded at one and one-half time.
- E. The decision to pay overtime or record it as compensatory time shall be at the discretion of the Department Director.
- F. Compensatory time shall not accrue beyond 75 hours maximum.
- G. Accumulated compensatory time shall be paid:

1. When the accrued compensatory time exceeds the maximum. Payment will be for that amount which exceeds the maximum.
 2. Upon the separation for any reason, including death of the unit member.
 3. When authorized by the Department Director.
- H. The time at which an unit member will take compensatory time off shall be chosen by the unit member with the approval of the Department Director based on whether the unit member's absence would interfere with the Department's operation.

Section 3-5: Court Overtime

- A. When a required court appearance is scheduled, other than normal work hours, overtime is authorized. The unit member will be credited with two (2) hours or the actual number of hours worked, whichever is greater. When court is scheduled within two (2) hours of a scheduled shift, then the actual time of court and preparation for court prior to shift will be paid.
- B. For purposes of this Article the term "Court" shall be defined as including Federal District Court, Superior Court, State of Arizona, City Court, City of Chandler, Municipal Courts in Maricopa County, Justice Court, Federal, State, County Grand Juries, Motor Vehicle Department hearings, and Prosecutorial and Defense interviews. It is understood that this Article shall not apply to administrative hearings including but not limited to arbitration hearings pursuant to the M.O.U and hearings pursuant to the C.O.C. 2-13.D.9-grievance procedure.

Section 3-6: Jury Duty

- A. When a unit member is called upon to serve as a juror in any court action, they will be allowed leave from their duties without loss of pay for the time required for his service, in accordance with Personnel Rule 15, Section 15.

Section 3-7: Call-Out Pay

- A. When a unit member is called back to regular duty after leaving City facilities at a time other than his regular assigned shift, the unit member will receive a minimum of two (2) hours pay at time and one half the unit member's base pay calculated to the nearest quarter (1/4) hour, except that a unit member shall not be eligible for additional compensation during that two hour period.
- B. Compensation to a unit member who is called out at times other than his regularly scheduled shift will begin at the time the unit member is notified, but not to exceed 30 minutes and shall terminate 30 minutes after being relieved from duty. Where applicable, the travel time shall be paid only if the total work and allowed travel time exceed the minimum call out guarantee. Travel time shall not apply when a unit member is working overtime planned in advance.
- C. A unit member beginning an overtime period within two (2) hours or less prior to the regularly scheduled duty reporting time will be compensated from the time the overtime

period begins to the time he is scheduled to report for duty except that a unit member shall not be eligible for additional compensation during that period.

- D. Holdover time, i.e., being held over on shift (no break in duty exceeding fifteen (15) minutes) will be compensated for actual time spent in accordance with Section 3-2 of Article 3.
- E. If the unit member is called back because of his own negligence the unit member shall not be eligible for the two (2) hours minimum. He will only be paid for the actual time worked.

Section 3 – 8: Swing shift and Nightshift Differential Pay

- A. A unit member shall receive thirty cents (\$.30) per hour in addition to his base hourly rate of pay when working a shift, which ends between 2000 hours and 2359 hours.
- B. A unit member shall receive forty cents (\$.40) per hour in addition to his base hourly rate of pay when working a shift, which ends between 2400 hours and 0359 hours.
- C. A unit member shall receive fifty cents (\$.50) per hour in addition to his base hourly rate of pay when working a shift, which ends between 0400 hours and 0800 hours.

Section 3 – 9: Deferred Compensation

- A. Effective July 6, 2008, the City shall contribute one percent (1%) of each unit members bi-weekly gross pay per pay period to City's deferred compensation plan. The unit member shall contribute twenty (20) dollars per pay period into City's deferred compensation plan. (Note: Unit member may opt out of the above, but by doing so does not receive the City's contribution into the plan.)

Section 3-10: Vacation/Comp Time Buy Back

A. Unit members will be allowed to cash out up to forty (40) hours of comp time and twenty (20) hours of vacation time. This time will be compensated at the unit member's hourly rate of pay and can only be exercised once per year. The City shall provide a form for the unit members to submit his or her request. The payment will be made the pay period immediately following the written request.

Article 4: Hours of Work/Working Conditions

Section 4 – 1: Hours

- A. The regular duty hours for a unit member shall be five (5) consecutive shifts of eight (8) hours in a seven (7)-calendar day workweek. These (5) consecutive shifts will be preceded and followed by two (2) "non-work" days. Duty hours may also include a 4/10's or 9/80's shift. The regular duty hours per shift shall be consecutive and may include any "briefing time" and shall include a meal period of thirty (30) minutes as reasonable work demands allow. At times, the department may have operational needs, which necessitate a change in current work schedules. The department shall give a unit member a minimum seven (7) day advance written notice when his days or hours will be changed. If this seven (7) day written notice is not given the days or

hours change will be rescheduled to allow for a seven (7) day notice period, except for emergency situations.

- B. In addition to all duties as assigned by the Chief of Police or his/her designees, work hours shall continue to include under normal conditions two (2) fifteen (15) minute rest periods as work demands allow.
- C. A unit member may return to his work station ten (10) minutes before his scheduled end of shift if work demands permit for the purpose of completing required paperwork, notifying oncoming unit members of any beat conditions, and to notify his supervisor of any unusual occurrences he encountered during his shift.
- D. Prior to any permanent change of current work schedules the parties will discuss any proposed changes in the Labor/Management Committee setting.
- E. When a unit member is off duty or on leave and is contacted by telephone by his or her supervisor for purposes other than callout or a supervisor approves of the making or receiving of the call, the unit member will be paid at time and one-half his or her regular rate of pay for each quarter hour calculated to the nearest quarter hour (over five (5) minutes goes to the next quarter hour). There will be no compensation for calls under five (5) minutes.

Article 5: Benefits

Section 5– 1: Health Insurance

- A. For the term of this M.O.U. the City will pay 90% and the unit member will pay 10% of the cost of any premium cost increase.

Section 5– 2: Dental Insurance

- A. For the term of this M.O.U. the City will pay 100% of the dental insurance premium for unit member only coverage; 70% for unit member plus one and 50% for unit member plus two coverage.

Section 5– 3: Life Insurance

- A. The City shall make group life insurance coverage available for every regular or initial probationary unit member who works in a budgetary approved position of 20 hours or more per week at least equal to the unit member's annual salary. Additional life insurance coverage for the unit member, spouse and dependent children shall also be made available. The premiums for this insurance shall be paid by the City or the unit member as determined by the City Council. Premiums paid by the City shall continue to be paid during any paid leave of absence. Premiums paid by the City shall continue to be paid when the unit member is on industrial leave and is receiving Worker's Compensation, not to exceed one year. Premiums paid by the City shall continue to be paid when the unit member is on unpaid leave of absence not to exceed one calendar month, unless the absence is governed by federal or state law. Subsequent premiums shall be paid entirely by the unit member, if the unit member wishes to continue the insurance coverage during the remainder of the unpaid leave. Any premiums paid by the unit member must

continue to be paid by the unit member during a leave of absence if the unit member wishes to continue the insurance coverage during the absence.

Section 5– 4: Vacation Leave

- A. A full-time work schedule consists of 52 weeks a year and 80 hours of work during the pay period.
- B. Every unit member who works a full-time schedule 52 weeks a year, shall be credited vacation leave as follows for every completed pay period:
 - 3.7 hours per pay period for the first 5 years of service.
 - 4.4 hours per pay period for unit members with 5 or more years service but less than 10 years service.
 - 5.1 hours per pay period for unit members with 10 or more years service but less than 15 years service.
 - 5.8 hours per pay period for unit members with 15 or more years of service, but less than 20 years of service.
 - 6.5 hours per pay period for unit members with 20 or more years of service.
- C. Unit members who have not completed a full pay period shall be given prorated accrual in accordance with the number of paid hours for that pay period.
- D. Unit members who work less than full-time but 1040 hours or more a year in a budgetary approved position shall be credited vacation leave on a prorated basis. The prorated basis shall be established by dividing the number of hours scheduled per week by 40 and multiplying by the accrual rate for a full-time unit member with the same length of service.
- E. Leaves of absence compensated under the Worker’s Compensation statutes shall be considered as paid service if the absence is for no longer than one year and the unit member shall continue to accrue vacation leave.

Section 5– 4A: Maximum Accrual of Vacation Credits

- A. Vacation credits shall not be allowed to accumulate in excess of 240 hours, as of the last full pay period with a payday in January.
- B. Any vacation credits in excess of 240 hours shall become void on the first day of the pay period with a payday in February.
- C. In exceptional cases, the Department Director may allow the unit member to carry over more than 240 vacation hours or its equivalent. The Department Director shall notify the Human Resources Manager in writing, if a unit member is to be allowed to carry over excess vacation accrual. The Department Head shall insure that the

excess accrual is used prior to the first of July of the same year. Carry-over of excess vacation accrual shall not be allowed for more than two successive years.

- D. Excess vacation accrual not used as required by this rule shall be deleted from the unit member's record by the Human Resources Manager and the Unit member shall be notified in writing to that effect.

Section 5– 5: Holidays

- A. When possible without decreasing the effectiveness of the various municipal services, all unit members, except temporary unit members and regular part-time unit members scheduled to work less than 1040 hours per year, shall be allowed paid holidays as provided below:

New Year's Day	January 1
Martin Luther King, Jr. / Civil Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November Friday after Thanksgiving
Christmas Day	December 25
Personal Holiday	

- B. When a holiday falls on Sunday, it will be observed on the following Monday. When a holiday falls on Saturday, it will be observed on the preceding Friday.
- C. Compensation or paid time off when not working a Holiday.
 1. Unit members shall receive 8 hours of paid time off on a holiday when the holiday falls on a regularly scheduled workday.
 2. In addition, such unit members working an alternative work schedule of other than 8 hours, 5 days a week, may take available vacation leave or compensatory leave on the holiday to equal the number of hours normally worked on that day.

3. When a holiday falls on a non-scheduled workday, unit members shall be provided 8 hours of paid time off on an alternate day during the pay period. When operational requirements do not permit an alternate day off in lieu of the official holiday, unit members will receive 8 hours of holiday pay. Unit members working an alternative work schedule of other than 8 hours, 5 days a week, may take available vacation leave or compensatory leave on the alternate day to equal the number of hours normally worked on the holiday.
4. Unit members who are scheduled to work at least 1040 hours per year shall be provided paid time off for holidays on a prorated basis. The prorated basis shall be calculated based on the position's number of budgeted hours.
5. Department Directors have the discretion of requiring unit members to return to a regular schedule of five 8-hour days for the week in which the holiday occurs.
6. Unit members who are sworn, patrol personnel assigned to Field Operations shall receive 8 hours pay when a holiday falls on a non-scheduled workday and they are not required to work the holiday. In addition, such unit members shall be awarded 2 hours of holiday time off with pay if working a schedule of four ten-hour days.

D. Compensation or paid time off when working a Holiday.

1. Unit members who are called into work on a holiday shall receive compensation at one and one-half times their rate of pay for each hour worked on a holiday. In addition, unit members shall receive 8 hours of holiday pay, or 8 hours of paid time off during the pay period. Unit members who are scheduled to work at least 1040 hours per year and who work a holiday shall be provided holiday pay on a prorated basis, or paid time off on an alternate day during the pay period. The prorated basis shall be calculated based on the position's number of budgeted hours.
2. Unit members who are sworn, non-exempt patrol personnel assigned to Field Operations and who work a holiday shall receive 8 hours pay. In addition, such unit members shall be awarded 2 hours of holiday time off with pay if working a schedule of four ten-hour days.
3. At the Department Director's discretion, unit members who work a holiday may be provided the equivalent hours of paid time off on an alternate day during the pay period. Further, unit members may be provided, at the discretion of the Department Director, with paid time off on an alternate day on a prorated basis. The prorated basis shall be calculated based on the position's number of budgeted hour.

E. Holiday Pay When Unit Member is on Leave or Separates from City Service

1. Unit members shall receive no additional pay and shall not be charged with vacation or sick leave time while on paid leave when a holiday occurs.
 2. Unit members must work or be on paid leave the last scheduled work day before the holiday and the first scheduled work day after the holiday to be paid for the holiday.
 3. A unit member who is separated from City service when the last day worked is the last working day before a holiday shall not be paid for the holiday.
- F. All unit members shall receive payment for holiday work on the payroll immediately following the conclusion of the pay period in which the work was performed.

Section 5- 6: Sick Leave

- A. A full-time work schedule consists of 52 weeks a year and 80 hours of work during the pay period.
- B. Every unit member who works a full-time schedule 52 weeks per year shall be credited 3.7 hours of sick leave accrual for each completed pay period. Sick leave shall accrue with no maximum.
- C. Unit members who work less than full-time, but 1040 hours or more a year in a budgetary approved position, shall be credited sick leave benefits on a prorated basis. The prorated basis shall be computed according to the same formula as in Section 4F of this rule.
- D. Leaves of absence compensated under Worker's Compensation statutes shall be considered as paid service if the absence is for no longer than one year and sick leave credits shall continue to accrue.
- E. Unit members who do not have a completed pay period shall be given prorated accrual in accordance with the number of paid hours for that pay period.

Section 5-6 A: Payment of Sick Leave at Retirement or Death

- A. A unit member who has met the requirements for retirement from the City and retires shall have deposited into his or her Retirement Health Savings Account fifty (50%) percent of his or her unused sick leave. Payment will be made at the hourly base rate at time of retirement after verification that the unit member has submitted a retirement application with the appropriate retirement system agency.
- B. The beneficiaries of a unit member who dies prior to retirement shall receive the same sick leave benefit the unit member would have received as if they had retired at the time of death. Payment will be made in accordance with the guidelines established for retirement payments.

- C. The City Manager may establish policies for the conversion of a portion of unit member's sick leave balances to either vacation credits or provide for cash payment, as appropriate.

Section 5– 7: Training/Tuition Reimbursement

A. Responsibility for Training

- 1. The City Council encourages the training and education of unit members. The Human Resources Manager shall assume responsibility for developing citywide training programs for unit members. Department Directors may establish department-specific training programs.

B. Credit for Special Training

- 1. Participation in, and successful completion of, special job related training courses may be considered in advancements and promotions.

C. Reimbursement for Formal Training

- 1. Fiscal conditions permitting, the City will assist regular unit members in their pursuit of additional formal education from an institution in areas related to a City career field. A policy and procedure shall be established by which tuition reimbursement will be administered and which will reimburse unit members.
- 2. Procedures shall be established to repay the City the tuition fees upon separation from City service within 12 months of completion of the course.

A. Seminars/Workshops Training Programs

- 1. As fiscal conditions permit, the City supports unit members' attendance in seminars and workshop training programs as a part of their regular duties with the approval of the Department Director.
- 2. The City shall pay all fees for such programs and the unit member shall be provided transportation under the administrative regulation established by Rule 4, Section 2.
- 3. If an unit member separates from City service within 12 months of completion of the workshop or seminar, the unit member may be required to reimburse the City for the costs of those workshops or seminars that are primarily designed to enhance an unit member's career. An unit member normally will not be required to reimburse the City for workshops or seminars that they are directed to attend.

Section 5-8: Out-Of-State Vacation Recall

- A. When a unit member is temporarily recalled to duty from out-of-state while on an authorized vacation by order of the Chief of Police, he shall be reimbursed for necessary and provable transportation expenses as determined by the Police Chief.

Section 5-9: Uniform, Clothing, and Equipment

- A. The unit member will continue to receive uniforms and equipment through the Chandler Police Department Quartermaster system, as outlined in General Orders.
 - 1. The Department shall replace those items as they, in the judgment of the Department, become unserviceable to wear or damage in the course and scope of official duties through the Quartermaster.
- B. A unit member, who is required to wear civilian attire during the performance of his duties, will receive a fiscal year uniform allowance (\$700) in accordance with Chandler Police Department General Order. This payment will be made through the payroll system.

ARTICLE 6 - MISCELLANEOUS

Section 6 – 1: Saving Clause

- A. If any Article or Section of this Memorandum should be held invalid by operation of law or by final judgment of any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Memorandum shall not be affected thereby; and upon issuance of such final decree, the parties, upon request of either of them, shall meet and confer and endeavor to agree on a substitution provision or that such a substitute provision is not indicated.
- B. It is recognized by the parties that this M.O.U shall be administered in compliance with appropriate provisions of the Fair Labor Standards Act as may be amended.

Section 6 – 2: Copies of Memorandum

- A. Within sixty-days (60) of the date that this Memorandum is adopted by the City Council, the Association, will arrange for printing of jointly approved copies of it for furnishing one to every unit member, unit supervisor and to management personnel. The cost of such duplication and distribution will be paid for equally by the Association and the City.

Section 6-3: Seniority

- A. The City shall provide the Association with a list of unit members showing each unit member's City employment date and badge number.
- B. Seniority shall be by badge number.
- C. Seniority shall be used as a factor consistent with established Merit System rules and current practice in choice of work assignments, vacation schedules and in the determination of layoffs.

Section 6-4: Limited Duty Status

- A. A unit member, who is injured on the job, may be assigned limited duty status by the employer. Such assignment may be made without regard to the unit member's normal assignment and shall be made within the Police Department.

Section 6-5: Changes in Departmental General Orders Pursuant to this Memorandum

- A. Within (90) days from the date this Memorandum is adopted by the City Council, the Department shall print copies of those Department General Orders and Operations Orders reflecting changes pursuant to this Memorandum. Copies of such changes shall be available to each unit member on or about August 1 of each M.O.U year or as soon thereafter as possible. Prior to the printing of the described changes, the Chief of Police or his representative shall review such changes with a representative of the Association to insure that such changes are consistent with the specific express terms of the Memorandum.
- B. During the preparation of changes to the Department's General Orders, drafts of the proposed changes will be staffed out to the Association.

Section 6- 6: Term and Effect of Memorandum

- A. This Memorandum shall remain in full force and effect the beginning July 1, 2008 through June 2009 and thereafter shall continue in effect year-by-year unless one of the parties notifies the other in writing no later than November 1, 2008 of its request(s) to modify or terminate it.
- B. Except as expressly provided in this Memorandum, the City shall not be required to meet and confer concerning any matter, whether covered or not covered herein, during the term or extensions thereof.
- C. If any section or provision of this Memorandum violates existing Federal, State, or City law, then such law shall supersede such provisions or section.
- D. The lawful provisions of this Memorandum are binding upon the parties for the term thereof. The Association having had an opportunity to raise all matters in connection with the meet and confer proceedings resulting in this Memorandum is precluded from initiating any further meeting and conferring for the term thereof relative to matters under the control of the City Council or the City Manager.
- E. This Memorandum constitutes the total and entire agreement between the parties and no verbal statement shall supersede any of its provisions.
- F. The City's rules and regulations, administrative directives, departmental rules and regulations, and work place practices shall govern unit member relations unless there is a specific conflict with a memorandum of understanding approved by the City Council pursuant to the Meet and Confer Ordinance. Where a specific conflict exists, the memorandum of understanding shall govern.
- G. A memorandum of understanding cannot contradict the Meet and Confer Ordinance.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names this _____ day of _____, 2008.

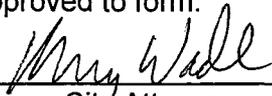
City of Chandler

Association Representative

By: _____
Mayor

By: _____
Chief Negotiator

Attest: _____
City Clerk

Approved to form:


City Attorney

(SEAL)
ATTEST: _____
